

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



## NUMBER 7.5

## FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Update Preventive Maintenance Task Lists Based Upon Breakdown

**Analysis** 

APPROVED:

Michael Quattrone, Fleet Manager

**PURPOSE:** Refine preventive maintenance task lists to reflect results of breakdown

analysis

**PROCEDURE:** Following submission of Preventive Maintenance Task Improvement

Form from the technician, the Service Between Preventive Maintenance Report is run by the Assistant Service Manager to whom the technician reports. The report will help identify the number of times a vehicle or

group of vehicles have come in between scheduled preventive

maintenance for a specific repair type. If the Preventive Maintenance Task Improvement is parts related, the same Assistant Service Manager runs the Parts Based Repair Report to identify the number of times a part has been replaced in specific vehicle groups for a given time period. The improvement suggestion and the reports are then reviewed by the all Assistant Service Managers, the Service Manager and the Fleet Manager.

The analysis is then used to determine what, if any, tasks on the

Preventive Maintenance Task Lists could be adjusted to achieve higher

vehicle uptime.

After the Fleet Manager determines that a change needs to be made to the Preventive Maintenance Task Lists, the information is passed on to Service Manager who makes changes to the list in FASTER. The Fleet Manager makes changes to the list on the print versions of the official copy of the Preventive Maintenance Task Lists. The updated Preventive Maintenance Task Lists is attached to the Preventive Maintenance Policy

and distributed.

**PREPARED BY:** Scott Corser, Service Manager

**DATE:** December 16, 2010

Phone: 585.428.6855 Fax: 585.428.6010 TTY: 585.428.6054 EEO/ADA Employer

